



Program Supervisor - ADC

Details

Job ID : 299

Title : Program Supervisor - ADC

Job Code : 908

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Drug Court

Purpose

RESPONSIBLE FOR PROVIDING SUPERVISION OVER LOCAL DRUG COURT PROGRAM AND ENSURING PARTICIPANTS ARE COMPLYING WITH PROGRAM REQUIREMENTS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, SUBSTANCE ABUSE, AND RELATED COMMUNITY RESOURCES.
- 2 YEARS RELATED EXPERIENCE MUST BE WITH SUBSTANCE ABUSE ISSUES
- 4 YEAR DEGREE MUST BE IN A HUMAN SERVICES FIELD

Job Skills/Abilities

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- MAY BE RESPONSIBLE FOR PARTICIPANT INTAKE UTILIZING AN ELIGIBILITY ASSESSMENT AND OTHER INFORMATION
- RESPONSIBLE FOR PREPARING AN INDIVIDUALIZED PROGRAM PLAN FOR EACH PARTICIPANT TO DETERMINE THE APPROPRIATE COUNSELING ASSIGNMENTS AND SUPPORT SERVICES NEEDED
- WORKS WITH COMMUNITY AGENCIES TO PROVIDE RESOURCES SUCH AS FINANCIAL ASSISTANCE, ALTERNATIVE HOUSING, MEDICAL SCREENING, EDUCATIONAL AND VOCATIONAL REHABILITATION, AND SUBSTANCE ABUSE TREATMENT
- ACTS AS LIAISON TO PROMOTE THE DRUG COURT PROGRAM IN THE LOCAL COMMUNITY
- RESPONSIBLE FOR MAINTAINING AND REPORTING PROGRAM DATA AS REQUIRED
- PROVIDES CASE MANAGEMENT FOR 15-18 PARTICIPANTS
- ENTERS DATA IN MIS
- ASSISTS IN TRAINING CASE SPECIALIST
- SUPERVISES CASE SPECIALISTS
- SOME OVERNIGHT TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED